



4 FOOD PACKAGE/DRAFT ISSUANCE

Effective: 3/1/98

4.42 Infant Formula Samples

Revised: 11/1/00

POLICY: Contract infant formula samples may be provided to participants by the local WIC project offices to assist in supplementation of WIC infants.

BACKGROUND: The State WIC Program encourages all women to breastfeed their newborns. Although breastfeeding is the preferred form of infant nutrition, some families will choose to use formula as a supplement to breastfeeding or as the primary source of infant nutrition. The company which is awarded the Wisconsin WIC Program Infant Formula Cost Containment contract will provide samples to local WIC projects for issuance to WIC participants. Formulas that are returned to the local project from participants may also be issued as samples.

PROCEDURE:

A. STORING SAMPLES

1. Infant formula samples must be stored in concealed areas away from the view of the participant.
2. Samples may be stored in cabinets, file drawers or plain boxes (not formula boxes), but must always be out of sight of the participant until provided to the participant.
3. Store at room temperature away from extreme temperatures.
4. Check expiration dates of the cans and rotate stock

B. SAMPLES MAY BE GIVEN FOR THE FOLLOWING REASONS:

1. Participants who desire a trial use of contract formula for fewer than four days. These participants may include infants who have been on hydrolysate formulas or infants who are being reintroduced to the contract formula after medical challenges or infants who are trying a soy formula.
2. Infants of WIC mothers who cannot be enrolled in WIC within two weeks of birth.
3. Participants who are scheduled for a recertification appointment that is later than the normal interval, i.e., the project or participant rescheduled the appointment due to inclement weather or family emergency. Samples may not be issued to applicants waiting for their first appointment, except to infants of a WIC mother.



4. Contract formula samples may be traded on a can-for-can basis, for example, when an infant needs to try a soy-based formula. Milk-base contract formula may be traded for an equivalent amount of soy formula. See Policy 4.43 Returned Formula for further guidance.
5. Powdered Formula - 4 ounce can or 1.7 oz pouch
 - a) No more than 3 cans or 9 pouches may be provided as a sample.
 - b) Consider issuing food packages which provide one 14 or 14.1 ounce can of powdered formula.
6. Other requests for issuance of infant formula samples will be considered on an as needed basis and may be approved by the WIC nutritionist.

C. SAMPLES MAY NOT BE PROVIDED

1. To infants “to try” or “adjust to” at the beginning of a new contract formula rebate period, when the formula changes for all infants.
2. In large amounts, even for “emergencies”. Instead, the family should be referred to local food pantries or other community resources.
3. To food pantries, food banks, etc. or given away arbitrarily without meeting the criteria for WIC participation. Samples are not intended for non-WIC participants.
4. 4 ounce cans or 1.7 ounce pouches of powdered formula should not be issued for convenience or traveling purposes.
5. To families requesting additional formula because the amount provided in a full formula package was not sufficient for the month. WIC is a *supplemental* food program. Refer the family to the nutritionist for counseling and referral if the above requests are made.

D. ORDERING SAMPLES

Ordering samples from the infant formula contract company

1. Samples may be ordered for concentrate or powdered, milk or soy based, or Lactose free contract formulas (no ready-to-feed).
2. The State WIC Office coordinates the orders of samples for local projects and places those orders with the formula contract company. Projects may not place orders directly with the company representatives.



- a) Project orders will be for a three-month (90-day) period, and will be ordered on the new Breast Pump and Formula Sample Order Form.
 - b) All orders must be received at the State WIC Office by the 7th of the month prior to the month of delivery for the 90 day period. Orders must be received by September 7th (for Oct., Nov., Dec.), December 7th (for Jan., Feb., March), March 7th (for April, May, June), and June 7th (for July, Aug., Sept.). Late orders will be processed for the next shipment.
 - c) There will not be a standing order so new orders must be submitted each period. Review the inventory before placing an order. If an order is not received, the project will not receive any samples. It is the responsibility of the project to place orders timely to avoid under or over stock. Refusing shipments because of overstocking is inefficient and costly.
 - d) Local WIC projects should allow five weeks for delivery from the manufacturer to the local project site. Delivery sites must be staffed during normal business hours or other arrangements for someone to accept the delivery should be made.
3. Local projects should notify the State WIC Office of any missed or incomplete or unusual shipments.
- a) Verify the shipment with the packing slip, as well as the order placed with the State WIC Office. If these do not match, write the difference on the packing slip and notify the State WIC Office, Program Assistant.
 - b) Notify the State WIC Office of unusual items (e.g., bottles), the number of dented cans, or any other problems such as frozen product, or if an invoice is received.
 - c) The State WIC Office will contact the local project if the order appears excessive or confusing.
 - d) A small emergency supply of powdered samples, no concentrate, will be maintained at the State WIC Office. Call the State WIC Office for availability.

E. ISSUING RETURNED FORMULA

See Policy 4.43 Returned Formula

ATTACHMENTS

Breast Pump and Formula Sample Order Form